

**BY ORDER OF THE COMMANDER
70TH INTELLIGENCE WING**



**70TH INTELLIGENCE WING
INSTRUCTION 33-102**

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Communications and Information

***POLICIES AND PROCEDURES FOR
MANAGING ENLISTED INFORMATION
MANAGERS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. This instruction provides guidance for the 70th Intelligence Wing (70 IW) Communications and Information Division and subordinate units. It establishes policies and procedures for assignment, rotation, training, and utilization of 3A0X1's assigned to the 70th Intelligence Wing. Career progression depends on diversity of experience and job knowledge. Information Management (IM) guidance calls for practicing solid training techniques and job rotation to the maximum extent possible at the craftsman, journeyman and apprentice levels (AB-TSgt). Job rotation will provide information management personnel career-broadening opportunities. This instruction applies to all 3A0X1 personnel assigned to the 70th Intelligence Wing Staff and subordinate units. It does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members.

1. Responsibilities:

1.1. The senior 3A0X1 assigned to the Wing Communications and Information Division (70 IW/SC) will act as functional manager for all enlisted 3A0X1 personnel assigned to the 70th Intelligence Wing Staff, 694th Intelligence Group (694 IG), 373d Intelligence Group (373 IG), 543d Intelligence Group (543 IG), and the Air Force Cryptologic Office. Each Group will identify and appoint, by letter, a Group Functional Manager to be used as a liaison between the Wing and Group and to perform functional manager duties at the Group level. The wing and group functional managers will work for the senior communications official/officer in accordance with AFI 33-101.

1.2. Air Force policy is to distribute personnel proportionally based on total career field strength. HQ AFPC staffs the 70 IW with 3A0X1 personnel based on this strength. In accordance with this policy, 70 IW will staff authorized 3A0X1 positions throughout 694 IG and AFCCO based on equitable proportions. The 373 IG and 543 IG will be responsible for staffing 3A0X1 positions within their units using the same principle.

1.3. HQ ACC strongly encourages the rotation of 3A0X1 after performing a specific job for 24 months. Rotation ensures broad-based training and experience, which will allow staffing losses to be covered quickly with minimum lost of support.

1.4. Ensuring 3A0X1 are utilized properly is imperative. Information Managers (IMs) will be placed in IM positions that perform unit support duties (managing official records, providing guidance in admin comm, and forms and publication management). IMs will also be assigned as Workgroup Managers and be trained in accordance with AFI 33-115, VII and AFJQS 3A0X1-225D. Group functional managers will ensure IMs do not perform 3S0X1 duties such as running EPR/OPR, leave and awards/decoration programs. Each Group functional manager is responsible for establishing a training program to ensure that all unit 3A0X1 personnel are trained properly. A combination of classroom, Computer Base, and On-the-Job Training should be used to ensure the most effective training possible.

2. Constraints and Variables:

2.1. Inbound 3A0X1 personnel may not have the appropriate security clearance/requirements to be SCI-indoctrinated upon arrival. The group functional managers are responsible to ensure these individuals are placed in temporary positions performing 3A0X1 duties until they qualify to be assigned to their original position.

2.2. Inbound 3A0X1 personnel new to the career field may not have sufficient training in the field to be productive in specified positions. Each group functional manager is responsible for ensuring supervisors maintain the individuals' training records, training records are reviewed periodically for accuracy and ensure individuals are placed in upgrade/recertification training if applicable. Group functional managers will monitor training progress and brief supervisors on the individual's progress and when the individual will be qualified to work in their assigned duty position.

3. Decision Criteria and Procedures:

3.1. Positions determined to be "must fill" positions will be filled at all times. Group Commanders will approve all "must fill" positions.

3.2. All 70 IW subordinate units will forward a "job description" of each authorized 3A0X1 position to the Wing Functional Manager. The documents will serve as a guide for the wing and group functional managers to allocate inbound personnel and determine the best possible rotations to assist supervisors in defining job requirements, evaluating performance, and managing the training of their personnel.

3.3. Allocations of inbound 3A0X1 personnel:

3.3.1. (70IW/AFCO) The Wing Functional Manager, based on staffing levels and the experience of each inbound, will allocate inbound 3A0X1s in the Wing staff and AFCO.

3.3.2. (373 IG/543 IG/694IG) The Group Functional Managers, based on staffing levels and the experience of each inbound, will allocate inbound 3A0X1s.

3.4. Rotation of 3A0X1 personnel:

3.4.1. Rotation of 3A0X1 personnel can be initiated for two primary reasons:

3.4.1.1. A 3A0X1 has more than 18 months experience in a certain position (minimum time recommended). For 24-month tours, the rotation consideration period is 12 months experi-

ence.

3.4.1.2. Vacated “must fill” positions.

3.4.2. Hard to fill vacated “must fill” positions will be considered first when initiating rotations. The Group functional manager must inform the Wing functional manager of all Permanent Change of Assignment actions that occur within their area of responsibility.

3.4.3. (70IW/AFCO) The wing functional manager will coordinate all rotations based on lengths of time 3A0X1s have spent in specific jobs (18-24 months would call for rotations to a new position).

3.4.4. (543 IG/694IG) The group functional manager will coordinate all rotations. Rotations should be based on lengths of time 3A0X1s have spent in specific jobs (18-24 months would call for rotation to a new position).

3.4.5. (373 IG) The group functional manager will coordinate all rotations. Rotations should be based on length of time 3A0X1s have spent in specific jobs. Because most tour lengths at this location are 24 months, 12 months in a specific job would call for rotation to a new position.

3.4.6. To the maximum extent possible, supervisors and flight chiefs will be notified at least 30 days prior to the projected move. There should be at least a two-week overlap to ensure continuity in the flights.

3.4.7. Functional managers are responsible to ensure that all applicable PCA paperwork is submitted to ensure individuals are assigned to the proper position number.

4. Training:

4.1. The Wing functional manager will provide each Group with an IM orientation briefing. The Group functional managers will provide an IM orientation briefing to each inbound 3A0X1 and document the briefing in the person’s training records.

4.1.1. Inbound 3A0X1 personnel will spend 1-5 days in each section of Information Management (records management, publications/forms management, administrative communications, Workgroup Management, and command support squadron executive officer information management functions) to receive a comprehensive orientation on the Group’s information management programs. The extent of the orientation will be based on the 3As experience. (E-3s/below and those new to the career field will need more extensive exposure to programs than an E-6 who arrived from a base information management position).

4.1.2. Each Group Functional Manager will provide the 70IW Functional Manager with a list of 3A0X1 trainers and certifiers. Each trainer/certifier must attend the Train the Trainer/Certifier Course provided by the Base Training Office. Group Functional Managers are responsible for ensuring all 3A0X1s are assigned a trainer/certifier.

4.1.3. The Group functional manager will release newly arrived 3A0X1 personnel to their offices upon evaluation of their skills to determine whether they are prepared to take on their duties.

4.1.4. The Group Functional Manager will review OJT records, with the supervisor, of all IM personnel in upgrade training on a quarterly basis. All discrepancies will be resolved with the supervisor during quarterly meeting.

4.1.5. The Group Functional Manager or appointed designatee will coordinate with the flight chief/supervisor to schedule random task evaluation certification checks on IM personnel. The results will be forwarded to each person's supervisor.

4.1.6. The Group Functional Manager will provide training advice and assistance upon request by a supervisor.

4.1.7. Serious deficiencies in OJT training or an assigned 3A0X1's performance will be evaluated by the Wing/Group Functional Manager and brought to the attention of the squadron commander and flight/section chief immediately for resolution.

5. Workgroup Management (WM):

5.1. Workgroup Managers (WMs) are needed to provide immediate front-line support to users for support in resolving workstation problems, managing, and protecting electronic records in accordance with prescribing directives and public law. WMs are the liaison between users and the computer help desk. WMs should exhaust all means necessary to correct any malfunctions/problems pertaining to single client workstations. If the WMs are unable to correct the problem, they should contact the help desk, not the user.

5.2. All Groups are required to have a WM program. If possible, 3A0X1 personnel will be assigned as unit WMs.

5.3. Group Functional Managers will assign, by letter, a Group WM Training Manager. A copy of the letter must be forwarded to the 70th Intelligence Wing 3A0X1 Functional Manager.

5.4. The WM training manager is responsible for establishing a training program to train/certify all WMs. Each training manager will submit a training plan to the wing functional manager. To ensure group standardization of the knowledge trained and skill level, training plans will be based on the WM duties outlined in AFI 33-115, Vol I, the Career Field Education and Training Plan, and the Air Force Job Qualification Standard 3A0X1-225D/225.4. Training Managers will track training status of all WMs. For WMs to be eligible for certification, they must complete all required WM CBTs, classes, tasks on the JQS, and a minimum of one year in training.

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